

Solicitation Number: 05-0004-02

Amendment: 001

Title: **N-STAR Program Administrative Support for the Officer of Naval Research**

---

Paragraph 5.0 is revised to read as follows:

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) **Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

(b) **Cost Proposal:** The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor

escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts and the indirect rate, if any, to be applied to Travel/ODCs.

(c) Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	Base The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0002	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0003	Non travel ODCs Not to Exceed \$1,000.00	\$1,000.00	N/A	\$1,000.00
0004	Option I The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0005	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0006	Non travel ODCs Not to Exceed \$1,000.00	\$1,000.00	N/A	\$1,000.00

0007	Option II The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0008	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0009	Non travel ODCs Not to Exceed \$1,000.00	\$1,000.00	N/A	\$1,000.00
0010	Option III The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0011	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0012	Non travel ODCs Not to Exceed \$1,000.00	\$1,000.00	N/A	\$1,000.00
0013	Option IV The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0014	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00

0015	Non travel ODCs Not to Exceed \$1,000.00	\$1,000.00	N/A	\$1,000.00
Total Order Consideration (Does not Include Unexercised Options)		To be completed by offeror	To be completed by offeror	To be completed by offeror

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Proposal Submission: The due date for submission of proposals for this solicitation is 1:00 PM (local time) on 28 December 2004. Proposals can be sent by regular mail or hand delivered. Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research  
Attention: Evangelina Toledo  
800 North Quincy Street, Code 0252  
Arlington, VA 22217-5660  
Ref: 05-0004-02